

OF69 - Rev 9/79
Office of Personnel
Management
FPM Chapter 334

ASSIGNMENT AGREEMENT

Title IV of the
Intergovernmental Personnel Act of 1970

(5 U.S.C. 3371 - 3376)

INSTRUCTIONS

This agreement constitutes the written record of the obligations and responsibilities of the parties to a temporary assignment arranged under the provisions of the Intergovernmental Personnel Act of 1970.

The term "State or local government," when appearing on this form, also refers to an institution of higher education, an Indian tribal government, and any other eligible organization.

Copies of the complete and signed agreement should be retained by each signatory.

Within 15 days of the effective date of the assignment, two copies of this form must be sent to:

Faculty Fellows and Personnel Mobility Division
Office of Intergovernmental Personnel Programs
Office of Personnel Management
P.O. Box 14184
Washington, DC 20044

Procedural questions on completing the assignment agreement form or on other aspects relating to the mobility program should be addressed to either mobility program coordinators in each Federal agency or to the staff in the Intergovernmental Personnel Programs Division in Office of Personnel Management's regional office.

PART 1-NATURE OF THE ASSIGNMENT AGREEMENT

1. ☐ New Agreement ☐ Modification ☒ Extension

PART 2-INFORMATION ON PARTICIPATING EMPLOYEE

2. Name (*Last, First, Middle*)

Hennessey, Diane Hewitt

3. Social Security Number

(b) (6)

(b) (6)

5. - A. Have you ever been on a mobility assignment?

☒ YES ☐ NO

5. - B. If "YES", date of each assignment (*Month and Year*)

FROM: 01/08/2020 TO: 01/07/2021
01/08/2021 01/07/2022

PART 3-PARTIES TO THE AGREEMENT

6. Federal Agency (*List office, bureau or organizational unit which is party to the agreement*)

US EPA, Region 10

Water Division

Standards, Assessment, & Watershed Management Branch

Geographic Program Section

1200 Sixth Ave, Suite 155, MC-19C04

Seattle, WA 98101

7. State or local Government (*Identify the governmental agency*)

Washington State Department of Ecology

Shorelands and Environmental Assistance Program

300 Desmond Dr.

Olympia, Washington 98504

8. Is assignment being made through a faculty fellows program? If yes, give name of program. [] YES [X] NO

PART 4-POSITION DATA

A-Position Currently Held

| | | |
|--|---|--------------------------------------|
| 9. Employment Office Name and Address (<i>Building, Street, City, State and ZIP code</i>) Washington State Department of Ecology Shorelands and Environmental Assistance Program 300 Desmond Dr. Olympia, Washington 98504 Position located at the Ecology Regional Office: 3190 160 th Avenue SE Bellevue, WA 98008 | 10. Employee's Position Environmental Specialist 5 (ES 5) | 11. Office Phone No. 425-649-4447 |
| | 12. Immediate Supervisor (<i>Name and Title</i>) Joenne McGerr Program Manager Shorelands and Environmental Assistance Program | |

B-Type of Current Appointment

| | | | |
|--|--------------------|---|--|
| 13. Federal Employees (Check appropriate box.) | | 14. State and Local Employees | |
| <input type="checkbox"/> Career Competitive <input type="checkbox"/> Other (<i>Specify</i>) | Indicates GS Level | State or Local Annual Salary - \$95,575 | Original Date Employed by the State or Local Government? 12/02/2015 |

C-Position to Which Assignment Will Be Made

| | | |
|---|--|--------------------------------------|
| Employment Office Name and Address (<i>Building, Street, City, State and ZIP code</i>) US EPA, Region 10 WD, SAWMB, GPS 1200 Sixth Ave, Suite 155, MC-19C04 Seattle, WA 98101 | 16. Assignee's Position Puget Sound Assistance and Interagency Agreement Project Officer | 17. Office Phone No. 206-553-1148 |
| | 18. Immediate Supervisor (<i>Name and Title</i>) Peter Murchie, Geographic Programs Manager | |

PART 5-TYPE OF ASSIGNMENT

| | |
|--|---|
| 19. Check Appropriate Box <input type="checkbox"/> On detail from a Federal agency <input type="checkbox"/> On leave without pay from a Federal agency <input checked="" type="checkbox"/> On detail to a Federal agency <input type="checkbox"/> On appointment in a Federal agency | 20. Period of Assignment (<i>Month, Day, Year</i>) FROM: 1/8/2022 TO: 1/7/2023 |
|--|---|

PART 6-REASON FOR MOBILITY ASSIGNMENT

21. Indicate the reasons for this mobility assignment and discuss how the work will benefit the participating governments. In addition, indicate how the employee will be utilized at the completion of this assignment. Serves as a Project Officer for cooperative agreements with local and tribal governments and/or non-profit organizations, as well as federal interagency agreements located in the Puget Sound basin to assist with, oversee, and manage assigned awards. To achieve identified project and program goals related to protecting and restoring the ecological health and beneficial uses of the greater Puget Sound ecosystem. The position may have a more-selective geographic or thematic focus within the basin, dependent on the distribution of selected awards. The position will be located in the EPA Seattle Regional Office and will report to the Geographic Programs Section within the Water Division, Standards, Assessment, & Watershed Management Branch.

PART 7-POSITION DESCRIPTION

22. List the major duties and responsibilities to be performed while on the mobility assignment. Attach an accurate current description of the position being filled through the IPA assignment.

Major Duties: At least fifty percent of this position will be dedicated to managing cooperative grant agreements as a Project Officer. In that role, the following duties are likely to be required of the staff position:

1. Assists with, oversees, and manages assigned EPA cooperative and interagency agreements with Puget Sound tribes and local governments, non-profit organizations and federal agencies to achieve identified project and program goals related to protecting and restoring the ecological health and beneficial uses of the greater Puget Sound ecosystem. The position will manage cooperative and interagency agreements, which require Project Officer training and certification, as well as substantial interaction and support roles from the respective EPA Project Officer. This will require that the Project Officer provide recipient programs with relevant and timely information and guidance, which will be coordinated with other appropriate EPA programs and the Grants and Interagency Agreement Unit.
2. Member of the Puget Sound Federal Task Force Team, Tribal Team and Habitat Team providing support, advice and facilitate of technical collaborative efforts to advance Puget Sound protection and recovery.
3. The position will also assist EPA staff to interact more effectively with Puget Sound efforts in the assigned geographic focus areas and will make efforts to coordinate EPA activities related to similar or supporting activities of other federal, State, Tribal and local government agencies.
4. In assisting and advising federal partners, Tribes and local governments, the incumbent actively reaches out, engages, and involves relevant EPA technical and programmatic staff to ensure projects have timely, expert, highly informed, topical information on environmental programs, initiatives, and science and that funding agreement and EPA programmatic goals are met.
5. As needed, may participate in a Request For Proposal evaluation process. The position may assist in the review and selection of cooperative agreements and in the preparation of formal application materials, and in the negotiation of award agreements and work plan tasks and products with successful grantees. The position may also assist grantees with subaward RFP processes.
6. Serves as Project Officer, including ensuring post-award monitoring of agreements to verify deliverables include information about both outputs and outcomes. As a Project Officer, the position oversees and manages cooperative and interagency agreements with local and tribal governments, non-profit organizations and federal agencies and assists in the development and implementation of related environmental work plans as assigned. Prior to and during the period of performance, the position works closely with relevant EPA technical and programmatic staff to ensure that recipients have timely, expert, highly informed, topical information on environmental programs, initiatives, and science relevant to their projects, and (b) the outputs, outcomes, and environmental and programmatic results of the funding agreement and program are met in an effective, efficient, and technically sound manner.
7. Serves as staff bridge between EPA staff with relevant programmatic and/or technical expertise and grantees and provides information about the projects and progress to relevant EPA staff/managers. The position coordinates EPA Region 10 activities related to assigned cooperative and interagency agreements and actively promotes closer integration of EPA program activities through these efforts. The position ensures that participating staff and affected program managers are kept informed of activities, policies, and goals pertaining to federal agencies, Tribes and local governments in the assigned thematic or geographic focus areas and that participating staff and managers are aware of progress and additional actions that are required. Develops fact sheets on their funding agreements and respective progress.
8. Participates on EPA technical, topical, or organizational teams as appropriate and as assigned. Depending on individual expertise and scope of assigned projects, the position contributes to assigned team functions including communication, information and program development and team reporting.

PART 8-EMPLOYEE BENEFITS

23. Rate of Basic Pay

\$126,831 (12-month salary + benefits)

(EPA will reimburse 100% of salary/benefits)

24. Special Pay Conditions *(Indicate any conditions that could increase the assigned employee's compensation during the assignment period)*

Assignee is eligible for state step increases and cost of living increases.

25. Leave Provisions *(Indicate the annual and sick leave benefits for which the assigned employee is eligible. Specify the procedures for reporting, requesting and recording such leave)*

Provisions: The employee will receive benefits in accordance with Washington State Department of Personnel regulations.

Procedures: The reporting, requesting, and recording of leave will be done in accordance with Ecology and Washington State Department of Personnel regulations through the Ecology supervisor. The EPA supervisor will be notified of leave requests via email and will reply with approval or denial. Employee will receive leave benefits in accordance with Washington State Department of personnel regulations. Employee reviews will be coordinated between the EPA supervisor and Ecology supervisor, and processed through Ecology's Human Resources Office.

PART 9-FISCAL OBLIGATIONS

Identify, where appropriate, the office to which invoices and time and attendance records should be sent.

26. Federal Agency Obligations *(If paying more than 50 percent of a Federal employee's salary beyond a 6-month period, specify rationale for cost-sharing decision.)*

For the duration of this agreement (01-08-2022 thru 01-07-2023), EPA will reimburse Ecology for 100% of the employees basic pay and benefits as follows:

From 01/08/2022 to 01/31/2022

Basic Salary: \$6,160.00 per month
Benefits: \$2,096.00 per month
Total: \$8,256.00 per month

From 02/01/2022 to 06/30/2022

Basic Salary: \$7,957.00 per month
Benefits: \$2,435.00 per month
Total: \$10,392.00 per month

From 07/01/2022 to 12/31/2022

Basic Salary: \$7,957.00 per month
Benefits: \$2,590.00 per month
Total: \$10,547.00 per month

From 01/01/2023 to 01/07/2023

Basic Salary: \$1,888.00 per month
Benefits: \$1,445.00 per month
Total: \$3,333.00 per month

EPA will reimburse Ecology upon receipt of each billing for work performed by the assignee, but not more frequently than monthly. At the end of this agreement, EPA will reconcile IPA costs with Ecology. EPA will send reimbursement to:

Washington State Department of Ecology
Cashiering Section
P.O. Box 47611
Olympia, WA 98504-47611
POC: Rob McKaque

EPA will provide office space and equipment such as computer and phone as necessary for Ms. Diane Hennessey to perform the tasks of this IPA agreement. EPA will provide Ms. Hennessey with a webmail account and assess if network access is necessary. If network access is necessary EPA will provide Ms. Hennessey with the means and training necessary to access the EPA computer network.

27. State or Local Government Agency Obligations

Ecology shall be responsible for paying the employee's basic salary and benefits.

EPA shall be billed not more frequently than monthly for the employee's salary and fringe benefits as noted in Part 9, Section 26.

Bill will be sent to:

US EPA
RTP Finance Center
109 T. W Alexander Dr.
Mail Drop D143-02
Durham, NC 27711

PART 10-CONFLICTS OF INTEREST AND EMPLOYEE CONDUCT

☐ 28. Applicable Federal, State or local conflict-of-interest laws have been reviewed with the employee to assure that conflict-of-interest situations do not in advertently arise during this assignment.

☐ 29. The employee has been notified of laws, rules and regulations, and policies on employee conduct which apply to him/her while on this assignment.

☒ The employee has taken the EPA on-line IPA ethics training

PART 11-OPTIONS

30. Indicate coverage of "N.A." if not applicable

A. Federal Employees Group Life Insurance

☐ Covered ☒ N.A.

B. Federal Civil Service Retirement

☐ Covered ☒ N.A.

C. Federal Employee Health Benefits

☐ Covered ☒ N.A.

31. State or Local Agency Benefits *(Indicate all State employee benefits that will be retained by the State or local agency employee being assigned to a Federal agency. Also include a statement certifying coverage in all State and local employee benefit programs that are elected by the Federal employee on leave without pay from the Federal Agency to a State or local Agency.)*

The employee will continue to receive all currently awarded benefits in accordance with Washington State Department of Personnel regulations.

32. Other Benefits *(Indicate any other employee benefits to be made part of this agreement)*

As an employee of Washington State's Department of Ecology, the "Collective Bargaining Unit Agreement between Ecology and Ecology's Non-supervisory Employees" applies to Diane Hennessey.

PART 12-TRAVEL AND TRANSPORTATION EXPENSES AND ALLOWANCES

33. Indicate: (1) Whether the Federal agency or State or Local agency will pay travel and transportation expenses to, from, and during the assignment as specified in Chapter 334, of the Federal Personnel Manual, and (2) which travel and relocation expenses will be included.

- No relocation costs are associated with this IPA.
- Travel and training costs will be paid by EPA.

PART 13-APPLICABILITY OF RULES, REGULATIONS AND POLICIES

34. Check Appropriate Boxes

[X] YES A. The rules and policies governing the internal operation and management of the agency to which my assignment is made under this agreement will be observed by me.

[] Yes, with exceptions attached

[X] B. I have been informed that my assignment may be terminated at any time at the option of the Federal agency or the State or local government.

[X] C. I have been informed that any travel and transportation expenses covered from Federal agency appropriations may be recoverable as a debt due the United States, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.

[X] D. I have been informed of applicable provisions should my permanent employer become subject to a reduction in force procedure.

[] E. I agree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary and benefits) of my assignment.

(For Federal employees only)

PART 14-CERTIFICATION OF ASSIGNED EMPLOYEE

In signing this agreement, I certify that I understand the terms of this agreement and agree to the rules, regulations and policies as indicated in Part 13 above.

35. Location of Assignment (Name of Organization)

U.S Environmental Protection Agency, Region 10

1200 6th Avenue, Suite 155

Seattle, Washington 98101

36. Date (Month, Day, Year)

From: 01/08/2022

To: 01/07/2023

37. Signature of Assigned Employee

Hennessey, Diane

Digitally signed by Hennessey, Diane
Date: 2021.08.24 23:09:36 -07'00'

38. Date of Signature (Month, Day, Year)

Diane Hennessey

PART 15-CERTIFICATION OF APPROVING OFFICIALS

In signing this agreement, we certify that:

- the description of duties and responsibilities is current and fully and accurately describes those of the assigned employee;
- this assignment is being entered into serve a sound, mutual public purpose and not solely for the employee's benefit;
- at the completion of the assignment, the participating employee will be returned to the position he or she occupied at the time this agreement was entered into or a position of like seniority, status and pay.

| Signature of Authorizing Officer | | Typed Name and Title | Date of Signature (Month, Day, Year) |
|--|------------------------------------|--|---|
| State of Local Government Agency | 30. McGerr, Joenne (ECY) | 40. Joenne McGerr SEA Program Manager Washington Dept. of Ecology | 41. |

Digitally signed by McGerr, Joenne
(ECY)
Date: 2021.09.30 12:48:50 -07'00'

| | | | |
|--|---|---|-----|
| Federal Agency | 42. MICHELLE PIRZADEH <small>Digitally signed by MICHELLE PIRZADEH Date: 2021.09.02 12:47:25 -0700</small> | 43. Michelle Pirzadeh, EPA Acting Regional Administrator | 44. |
| Headquarters Concurring Official | 45. Lester C. Facey <small>Digitally signed by Lester C. Facey Date: 2021.10.21 14:58:02 -0400</small> | 46. Lester Facey IPA Coordinator | 47. |

PRIVACY ACT STATEMENT

Sections 3373 and 3374, Assignment of Employee To or From State or Local Governments, of Title 5, U.S. Code, authorizes collection of this information. The data will be used primarily to formally document and record your temporary assignment to or from a State or local government, institution of higher education, Indian tribal government, or other eligible organization. This information may also be used as the legal basis for personnel and financial transactions, to identify you when requesting information about you, e.g., from prior employers, educational institutions, or law enforcement agencies, or by State, local, or Federal income taxing agencies.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permitted use of the SSN as an identifier of individual records maintained by Federal agencies. Furnishing your SSN or any other data requested is voluntary. However, failure to provide any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.